How to Modify your FCC License for Narrowband

STEP ONE: Gathering your license information

Before you begin you will need the following Information:

- 1. Your FCC Registration Number (FRN)
- 2. Your FCC Call Sign(s)
- 3. The Password Associated with your FRN

Don't Know Your FRN?

Click here to do an FRN Search: https://fjallfoss.fcc.gov/coresWeb/simpleSearch.do

Choose to search by EIN (Your Federal Tax ID Number.) Your Town Clerk or Treasurer will know your Federal Tax ID Number. This will display all FRNs for your organization. You can then enter the FRN(s) in the License Search section below to search for your call sign(s).

Don't Know Your Call Signs?

Click here to do a FCC License Search: http://wireless2.fcc.gov/UlsApp/UlsSearch/searchAdvanced.jsp

You can Search by FRN or Licensee Name.

It is recommended to search by FRN but if your organization does not have an FRN, you will need to search by Licensee Name.

To search by Name, Keep the search words simple.

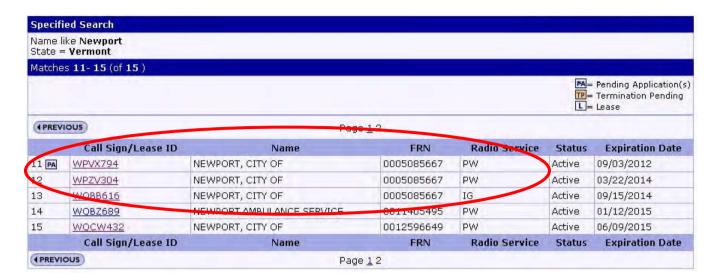
- 1. Enter the name that your Agency begins with in the Licensee Field. In this example I entered **Newport** as my search term. If you try to enter your full agency name and it is not exact then you may get no results.
- 2. Change the State to Maine
- 3. Click Search

Warning! Some Licenses begin with the word "Town" (Town of Wells for Example) and will not show up in a search for "Wells"

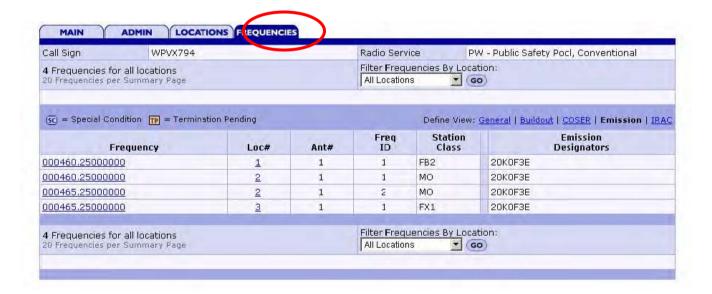
Refer to Example Licensee Name Search Below

RESET	GEOSE	EARCH SEARCH
	*Please be aware that some search criteria may result in	
	☐ Exact Matches Only	
	☐ Exclude Leases	
Call Sign & Radio Services	s	
Call Sign		
Service Group	All	
	Match all radio services within this group	
	Match only the following radio service(s):	
	AA - Aviation Auxiliary Group AB - Aural Microwave Booster AC - Aircraft AF - Aeronautical and Fixed AI - Aural Intercity Relay	
Licensee		
Name	Newport Search by Name of FRN	or
FRN	FRIN	
City†		
State	Vermont	
ZIP Code†		
	†: Matches licensee mailing address, not transmit locations.	
License Detail		
Status	✓ All	
Authorization Type	□ All □ Regular □ STA □ Developmental □ Demonstration	
Date Information		
Date Type	Select a date type	
	Select a fixed date range 💌	
Date	From to 6/20/2010 (Date Format: MM/DD/YYYY)	
Frequencies		
	All Frequencies	
Frequency		
Controller Vermine	C Range MHz to MHz	
Customize Your Results	Les III de la companya de la Company	
Results Display	10 matches per page sorted by Call Sign in ascending Exact Matches Only	order order
	□ Exclude Leases	
RESET	(GEOSE.	ARCH SEARCH
NESE!	*Please be aware that some	The state of the s
	search criteria may result in	a longer wait.

After clicking Search, You should have a list of your Call Signs and FRN(s). The search defaults to only 10 licenses per page so you may not see all the results on the first page.



Some agencies may have more than one FRN. For example, your Police Department may have a different FRN than your Fire Department or the Town Highway crew. Click on the Call Signs that appear to be yours and verify that they require the narrowband modification by viewing the Emission section under the Frequencies Tab. See Example below:



Please check all frequencies. If you only see 20K0F3E (Wideband) then you need to modify your license. If you have 11K2F3E or 11K0F3E or 11K3F3E (Narrowband) on every frequency line then you do not need to modify this license. It is perfectly acceptable to have both Wideband and Narrowband emissions for the same frequency.

If you have a P25 Digital Radio system you may find an emission designator of 8K10F1E. If this is the case then you are all set because P25 Digital systems are Narrowband compliant.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

http://www.apco911.org/frequency/emission.php

If you have more than one FRN then you will need to log into each FCC account and make the narrowband changes to all of the licenses under each FRN.

Now for the Biggest Hurdle: Most Licensees do not know their Password. If this is the case then there are two methods of resetting it.

Option 1: Contact the FCC by Calling the FRN Help Line: (Have your FRN and EIN ready)

877-480-3201, option 2 (Mon.-Fri. 8 a.m.-6 p.m. ET)

Option 2: Request a Password Reset Online Here:

https://esupport.fcc.gov/password.htm

If you know your Personal Security Question then you can reset it yourself by clicking on the Reset Password Button. If not, then you will need your Agency's or Town's Federal Tax ID Number (EIN). Your Town Clerk or Treasurer will typically have this information. The Personal Security Question (PSQ) will give you access to reset your password online.

Refer to the Following Page to Request a Personal Security Question

How to Request a Personal Security Question

Set a Personal Security Question Approved by OMB Control Number 3060-1042 Ill fields are required to submit your request, unless otherwise noted. GC Registration Number (FRN) GC Registration Number (FRN): Gas Identification Number (TIN)*: Grown Contact Information Jame: Initity or Company Mane Idifferent from above) Select one First Last Chane - U.S.: Cour Personal Security Question Gour Personal Security Question Select a question or enter a custom question pelow. Select One	
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Select a question or enter a custom question below.	
the database	
Question: Select One	
Delect Offe	
Custom Question:	
answer:	
I pertify by submitting this request that I am responsible for FKN and TIN listed on this second Security Question be registered to the above FRN.	
The second of	
SUBMIT	

After clicking the Submit button, you will be assigned a tracking number. A representative from the FCC will then call the licensee point-of-contact to verify the TIN (EIN) information. Once this verification is made, the Personal Security Question will be added to the FRN registration, and an email will be sent to the requester with instructions on how to reset the password.

STEP TWO: Logging into your FCC Account

You should now have all of your account logon information. If not, go back to Step One.

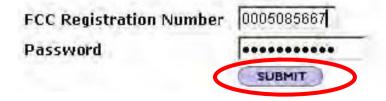
1. Click here to go to the FCC's ULS (Universal Licensing Web Site) http://wireless.fcc.gov/uls/index.htm?job=home



2. Click the **LOG IN** button and enter your FRN and Password and hit **SUBMIT** (see below)

Log In

Log in to the License Manager to view and manage your licenses and applications, apply for a new license, and perform other I cense and application management tasks based on your FCC Registration Number (FRN). 10-digit FRN is required.



STEP THREE: Modifying your licenses

1. Click on "My Licenses" on the left side of the page and you will see the following Screen:



2. Click on the Call Sign you want to modify and then click on the "Update" link on the right side of the page. I am going to Modify WPVX794 for this tutorial.



3. Select the Items you want to correct. You must check **Technical Data** to add the

Narrowband Emission Designators. Note: by just clicking the **Technical Data** box, all sections of the application will load for editing and data entry. Take this opportunity to update your contact information, Address, Phone Numbers etc.



Note: Clicking CONTINUE will load the FCC Licensing Program. You may receive one or more Security Warnings. If you do, simply acknowledge them and let your web browser trust the FCC Web Site and continue. If this page still does not load, it may indicate that you do not have a compatible version of Java on your PC. This program requires versions of Java of 1.5 or 1.6 or higher. See Getting Connected for more information on system requirements.

http://esupport.fcc.gov/index.htm?job=getting connected

4. Application Information Page: The Application will not let you advance to the next page until all required fields are answered. I circled the fields that I had to answer. Please read each one and answer correctly. Observe the **Fee Status** questions. If you are a Government entity then you are exempt from FCC Fees. If you are an incorporated agency but exempt from Fees then you may be required to attach a copy of your IRS Tax Exempt letter by clicking on **Attachment** and following the instructions. Click **Next Page** to continue.

Administrative	Location	Antenna	Frequency
Application Information Applicant	Ownership Questions/Qualific	ation Questions General Certifi	ication Statements Control Point
	Application for Radio Serv Wireless Telecommunic		Approved by OMB
FCC 601	olic Saftey and HomeLand		3060-0798
		-	
Application Purpose MD Ra	adio Service Code: PW 💌 F	ile Number:	Callsign: WPUG430
	ed exhibit as described in the instruct porary Authority due to an emergency		
If this application is for a New, Amen requested authorization expiration da		odification enter the	
the applicable radio service rules fou	nd in Parts 22 and 90 of the Commiss	s Rules when read in conjunction with sion's Rules? (NOTE: This question o cablility and full text of Section 1.929	only C Yes (No
Does this application include a reque the Commission's rules? If 'Yes', attao providing rule numbers and explainin © Yes	h an exhibit the number of re	ule section(s) being waived. this prev	the frequencies or parameters requested in filing covered by grandfathered privileges viously approved by waiver, or functionally grated with an existing define?
Are attachments being filed with this	application? C Yes	© No	
Regulatory Status			
This application is for authorization t	o provide or use the following type(s)	of radio service offering (enter all that	t apply):
Common Carrier Non-	Common Carrier 🔽 Private, inte	mal communications Broadca	st Services 🔲 Band Manager
Type of Radio Service			
This application is for authorization t	o provide the following type(s) of radi	o service (enter all that apply):	to the second
✓ Fixed	Radiolocation	Satellite (sound)	adcast Services
Interconnected Service?	C Yes © No		
Fee Status			
Is the Applicant exempt from FCC ap	plication fees?	Yes O No	
Is the Applicant exempt from FCC reg	gulatory fees?	Yes C No	
Receipt Date (MM/DD/YY)			
6/20/10			
? Print Preview Attachment Ch	neck Errors		Previous Page Next Page
Quit Application	FCC 601 Privacy Act		PRIVACY ACT before Submit

5. Applicant Information. Correct your Applicant Information and Contact information if required and click **Next Page.** Note that the Contact information can be a 3 party that typically helps you with your licensing matters. A frequency Coordinator, another member of your town, or your radio vendor.

Admir	nistrative	Location	Ar	ntenna	Freque	ncy
pplication Infor	mation Applicant Owr			General Certific	ation Statements	Control Point
Applicant Info	rmation 188 Registration	Number (FRN) 0005085	5667			
egal Entity Type:	G Governmental Entity	If Other, pleas	se specify			
First Name:		MI: La	st Name:		Suffix:	
Entity Name	NEWPORT, CITY OF					<u> </u>
	name is being updated, is th hich proper Commission app				o another C Yes	C No
Attention To:	2					
P.O. Box		Address: 22	2 MAIN STREET			
City:	NEWPORT	S	tate: VT	Zip Code: 0585	55	
Phone No.:	(802)334-6733 FA	X Number:	E-Mail:			
Real Party in It Name of Real P. (if different from	arty in Interest			gistration Number f Real Party in Interes	, [Enter to retrieve RPI name
Contact Inform	nation					
First Name:	Todd	MI: VV	Last Name:	Goad	Suffi	x: T
Company:	Burlington Communica	tions				
Attention To:						
		To the last	735 Williston Rd. S	2to 20		
P.O. Box:		Address: 14				-411
City:	Williston		State: VT	Zip Code: 054	95	
Phone No.:	(802)862-7092 FAX	Number: (802)860-61	78 E-Mail:	Todd.Goad@Bu	rlingtonCommunica	tions.com
Demographics	s (Optional)					
Race	☐ American Indian or A	laska Native	☐ Asian		Black or African-Am	erican
	Native Hawaiian or O	ther Pacific Islander	☐ White			
Ethnicity	7	-	Gender		•	
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Print Previe	w Attachment Check E	rrors			Previous Pag	ge Next Page

6. Ownership Information: Review and move to the **Next Page.**

Administrative	Location	Antenna	Fre	quency
Application Information Applic	ant Ownership Questions/Qu	ualification Questions Ger	neral Certification Statemen	ts Control Point
Alien Ownership Questions (If any answer is res, attach o	Ahibit explaining circumsta	nnces.)	
Is the applicant a foreign go	overnment or the representative	e of any foreign government	?	No 🔻
Is the applicant an alien or	the representative of an alien?			No 🕶
is the applicant a corporation	on organized under the laws of	f any foreign government?		No 🕶
	on of which more than one-fifth atives or by a foreign governme f a foreign country?			No 🔻
capital stock is owned of re	ndirectly controlled by any other cord or voted by aliens, their re y any corporation organized un	epresentatives, or by a foreig	n government or	No 🔻
Communications Act with re Note: If you answer this question	question is 'Yes', has the applic espect to the same radio servi on 'No', attach to this application a ((b)(4) of the Communications Act.	ce involved in this applicatio	n?	
Basic Qualification Question	s (If any answer is Yes, attach	h exhibit explaining circums	stances.)	
license, or construction per	rty to this application or amend mit revoked or had any applica e, construction permit denied b	ation for an initial, modificatio		No 💌
	rty to this application or amend o this application ever been cor			No 💌
of unlawfully monopolizing	ged the applicant or any party di or attempting unlawfully to mor f manufacture or sale of radio a ods of competition?	nopolize radio communicatio	on, directly or	No 🔽
? Print Preview Attachment	Check Errors		Previous	Page Next Page
Quit Application	FCC 601 Privacy Act	Pleas	se review the PRIVACY ACT be submitting this application	fore Submit

7. General Certifications: This is where you digitally sign the application. At this point you can either continue by pressing **Next Page** until you get to the Frequency Tab or simply select the Frequency Tab to go there directly.

	9	Location	Anten	na	Frequency
pplication Information	Applicant	Ownership Questions/Qu	alification Questions	eneral Certificati	on Statements Control Point
eneral Certification St	atements				
The applicant waives any	claim to the u	ise of any particular frequency of e same, whether by license or o	A STATE OF THE PARTY OF THE PAR		e regulatory power of the United dance with this application.
	A STATE OF THE PARTY OF THE PAR	application would not cause th any such rule in connection with			oss-ownership or attribution rules.* subject to the outcome of the
THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.		ts made in this application and , complete, correct, and made i		or documents inco	rporated by reference are material,
301 of the Anti-Drug Abus certification does not appl	se Act of 1988 y to application	applicant nor any other party to 8, 21 U.S.C § 862, because of a ons filed in services exempted u e definition of 'party to the appl	conviction for possession or nder Section 1.2002(c) of th	distribution of a co e rules, 47 CFR§ 1	
	The second second second	nas current required ownership d 3) is not required to file ownersh			ated ownership data
rom routine environmenta	l evaluation for in excess of		C.F.R. § 1.1307(b); or, (2) h	ave been found not	e either: (1) categorically excluded to cause human exposure to levels one or more Environmental
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8. Frequency Tab: This is where you are going to Add or Modify your Narrow Band Emission Designators.

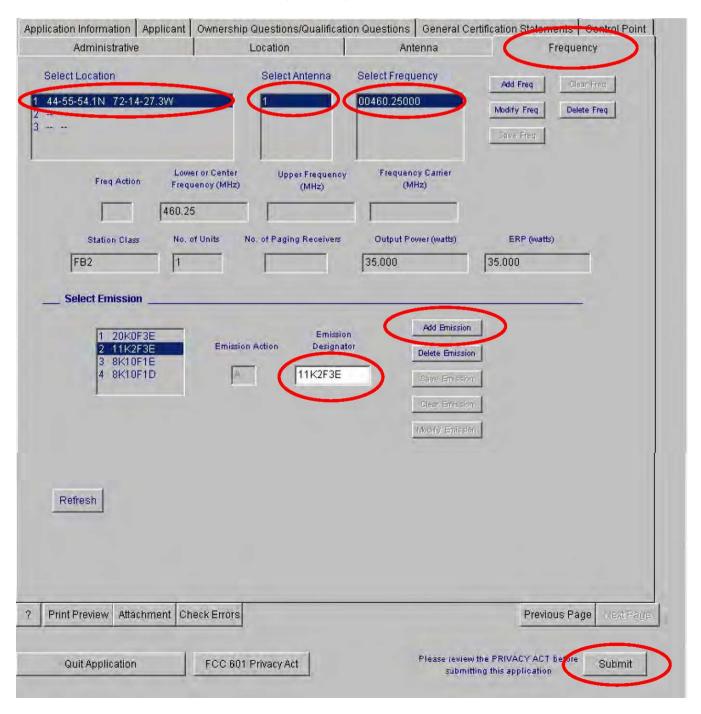
To Add an Emission Designator, follow these steps:

Select Each Location, Antenna, and Frequency to view the existing emissions. Click **Add Emission** and enter your narrowband emissions. Typically 11K2F3E.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

http://www.apco911.org/frequency/emission.php

Remember to do this for every frequency at every location!



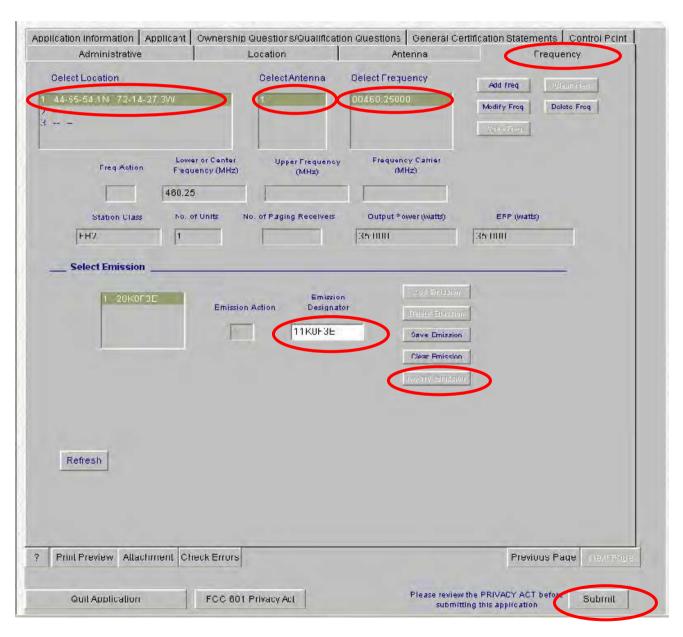
To Modify an Existing Emission Designator, follow these steps:

You only need to perform a Modify if you are already operating in narrowband mode and want to remove the Wideband emission. Select Each Location, Antenna, and Frequency to view the existing emissions. Select the emission, and then click the **Modify Emission** button and enter your narrowband emissions.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

http://www.apco911.org/frequency/emission.php

Remember to do this for every frequency at every location!



Important Note: If you attempt to modify any technical parameters other than the emission designator, the FCC may return your application and request that you correct it or work through one of the Public Safety Frequency Coordinators. APCO or IMSA.

9. Submitting the Application: Click **Submit**.

If you are missing any required information then you will be shown a list of errors that need to be corrected.

Note: Some older Licenses have missing ERP Power Levels and the application may not let you proceed until you correct this. The FCC will not allow you to add an ERP that exceeds your output power as part of the narrowband modification. If you modify any technical parameters beyond what is permissible the FCC will mail you a Return Notice that must be amended within 60 days.

If all went well you will be asked to confirm your submission and you will be notified if any FCC Fees are required. If any fees are required you will be directed to the Payment procedures.

Now that you are familiar with The FCC Online Licensing System, you will be able to renew your own licenses and make administrative changes all on your own.

Congratulations!

Helpful Links:

FCC:

ULS Customer Support: http://esupport.fcc.gov 877-480-3201

Public Safety Frequency Coordinators:

The Association of Public-Safety Communications Officials International (APCO.) (Typically for Law Enforcement applications.)

http://www.apco911.org/frequency/

International Municipal Signal Association. (Typically for Fire and Emergency Medical Applications.)

http://www.imsasafety.org/fc/frontpage.htm

Local Links: Maine Emergency Management Agency:

http://www.maine.gov/mema/